

26 January 1956

Chief, Management Staff

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Weekly Report - Week Ending 25 January 1956

25X1A9a 1. The Records Management Officer for ORR, Mr. [REDACTED] has advised us that the records management program is beginning to pay them substantial dividends. The following is quoted from his memorandum dated 18 January:

"For your information, during the calendar year 1955, the undersigned received requests for forty-eight (48) combination lock legal-size filing cabinets from ORR components. Twenty (20) of these cabinets were furnished from within ORR and twenty-eight (28) were submitted to Logistics. Of these twenty-eight, six (6) have since been cancelled leaving a total of twenty-two (22) cabinets requested during the year."

2. The Records Center received 239 cubic feet of records from 7 Agency offices, making a total of 21,945 cubic feet now on hand in the Center.

3. Seven members of the Records Management Staff and six records officers from other Agency offices attended a meeting at the National Archives on 13 January, dealing with the organization and administration of a records management program.

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25X1A9a 4. Mr. [REDACTED] Chief of [REDACTED] has requested us to review the records control schedule that we prepared for them about 3 years ago.

25X1A9a 5. Mr. [REDACTED] and I will represent the Management Staff in the next Agency emergency alert scheduled to take place between 27 January and the 3d of February.

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[REDACTED]